Approved For Release 2001/07/28 : CIA-RDP78-04718A000100120143-1

4 August 1952

INTER OFFICE
MEMO 12

MEMORANDUM FOR: General Support Unit
Secretariat
Special Contracting Unit

1. Incoming correspondence addressed to me as Chief, Administrative Staff (Special), but of primary interest to the Units of this Staff, will in the future not be sent over my desk but screened and transmitted immediately to the appropriate Staff member. I will be given a record of incoming memoranda handled in this manner.

2. It is felt that this procedure will provide a more efficient method of handling many cases.

3. The receiving staff member should immediately assume full responsibility for the information received and for any apparent action required of this Staff. If there is any doubt as to action to be taken or any doubt as to whether the receiving staff member should properly be the one to take action, the questions should immediately be brought to my attention.

25X1A
[redacted] Chief
Administrative Staff (Special)

AS(S):EDE:mes (4 August 1952)

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No Change in Class. ☐
Class. Changed To: TS S C
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